

Attachment A
General Instructions:

Each State must provide the information indicated below on its TANF program regardless of the funding source -- i.e., no matter whether the State used segregated Federal TANF funds, segregated State TANF funds, or commingled funds to pay for the benefit or service.

If the State elects to report on other benefits or activities provided through other program funding streams, please mention it after the TANF-funded benefits or activities for each item.

1. The State's definition of each work activity.

Unsubsidized employment – Full or part-time employment in the private or public sector that is not subsidized by DHS or DHS contractors. It may include self-employment or on-the-job training. **Subsidized employment** in the public or private sector- Employment in the public or private sector for which the employer receives a subsidy from FF or other public funds to offset some or all of the wages and costs of employing a recipient. The recipient is paid wages and receives the same benefits as a non-subsidized employee who performs similar work. **Job Search and Job Readiness Assistance**- The act of seeking or obtaining employment, preparation to seek or obtain employment, activities include life skills training (budgeting basics, balancing work and family, etc), job readiness training (emphasizing soft and hard skills), special workshops on topics such as computer skills and overcoming ex-offender history, job club, completing applications, interviewing for jobs, substance abuse treatment, mental health counseling, and rehabilitation. **Community Service**- A structured program in which participants perform work for the direct benefit of community in fields such as health, social services, environmental protection, education, urban and rural development, welfare, recreation, public facilities, public safety, and child care under the auspices of public or nonprofit organizations, includes placements with community, state, and government agencies. **Work Experience**- Work performed in return for cash assistance that provides an individual with the opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. **Vocational Education**- An organized educational program that is directly related to the preparation of individuals for employment in current or emerging occupations. **Job skills training directly related to employment**- Training which enables participants to obtain or perform a specific job or type of job. It may be job specific or general training and can include literacy or language instruction. This includes **Post- Secondary Education** defined as enrollment in an accredited post-secondary program if the individual has exhausted the Vocational Educational training limit of 12-months. Supervised homework/study time and one hour of unsupervised homework/study time for each hour of class time will be countable toward educational training hours. Supervised homework/study time must be verified and documented to be countable. The total countable homework/study time may not exceed the hours required or advised by the educational program. **Adult Education (education directly related to employment)** - Courses provided through a certified institution. It may include courses designed to provide knowledge and skills for a specific occupation or work setting, adult basic education or English as Second Language courses. This activity also applies to attendance at a secondary school or GED course for those who do not have a high school diploma or the equivalent.

2. A description of the transitional services provided to families no longer receiving

assistance due to employment.

• Transitional Child Care (TCC) for 18 months beginning with the month after the Families First Assistance Unit (AU) becomes ineligible. This applies to all case closures, EXCEPT: - Cases closed for non-cooperation with Child Support. - Cases closed due to the AU moving out of state. - Cases closed that have no eligible adult. - Cases closed that have no minor parent (EC) who has signed a PRP in the AU. - Cases approved for interim benefits and later found to have been ineligible for Families First. • At Risk Child Care (ACC) Following TCC Expiration - TCC recipients who are receiving assistance in the 18th month of their TCC eligibility may receive an additional 6 months of child care assistance under the At-Risk program. These individuals must continue to meet all TCC qualifications. At-Risk Child-Only (ARCO)-This type of child care is available to Families First child-only assistance units. • Transitional Family Services Counseling (FSC) - Clients may request FSC services and work activity contractors may offer FSC services within nine months of case closure so barriers that may prevent job retention can be addressed.

3. A description of how a State will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause pursuant to 45 CFR 261.14 of this chapter.

Sanctions are applied to all cases that are not in compliance with their Personal Responsibility Plans. A sanction may result in a percentage reduction in benefits for failure to provide immunizations, health checks, or attend school; and total assistance group ineligibility when the family does not cooperate with child support or Individualized Career Plan activities without good cause. If a case is closed for non-cooperation without good cause, an Assistance Unit (AU) must comply for a 5-day period before a case is reopened. If an AU complies, or it is determined that there was good cause for noncompliance, within a 10-day adverse action period, the AU does not have to submit a new application.

4. The average monthly number of payments for child care services made by the State through the use of disregards, by the following types of child care providers:

<u>i. Licensed/regulated in-home child care:</u>	0
<u>ii. Licensed/regulated family child care:</u>	13
<u>iii. Licensed/regulated group home child care:</u>	0
<u>iv. Licensed/regulated center-based child care:</u>	351
<u>v. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a non-relative:</u>	16
<u>vi. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a relative:</u>	109
<u>vii. Legally operating (i.e., no license category available in State or locality) family child care provided by a non-relative:</u>	0
<u>viii. Legally operating (i.e., no license category available in State or locality) family child care provided by a relative:</u>	109
<u>ix. Legally operating (i.e., no license category available in State or locality) group child care provided by a non-relative:</u>	0
<u>x. Legally operating (i.e., no license category available in State or locality) group child care provided by a relative:</u>	0
<u>xi. Legally operated (i.e., no license category available in State or locality) center-based child care:</u>	0

5. If the State has adopted the Family Violence Option and wants Federal recognition of its good cause domestic violence waivers under 45 CFR 260.50-58, then provide (a) a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services and (b) an aggregate figure for the total number of good cause domestic waivers granted.

Please refer to "State of Tennessee TANF State Plan" dated December 18, 2008, page 10, section H entitled "The State has established and is enforcing standards and procedures to:" The number served through our Family Services Counseling program for domestic violence in FY10 was an average of 34 monthly. The aggregate figure for the number of good cause domestic violence exemptions in FY10 is an average of 3 monthly.

6. A description of any nonrecurrent, short-term benefits (as defined in 45 CFR 260.31(b)(1)) provided, including:

i. The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments;

ii. Any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance;

iii. Any procedures or activities developed under the TANF program to ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from welfare to work.

(i) Tennessee offers a lump-sum diversion payment in lieu of full program participation. Please refer to the "State of Tennessee TANF State Plan" dated December 18, 2008 page 4 under the section titled "Diversion Program." Diverted clients receive a \$1,200 lump-sum payment and are eligible for 3 months of subsidized child care. Families who accept a diversion payment are ineligible for full program participation for a year unless they encounter an emergency situation that makes them eligible for TANF. In order to qualify for a lump-sum payment, families must have a short-term need that would be better addressed through a lump-sum payment than full program participation. (ii) For Tennessee's Diversion Program, diverted clients are not eligible for full program participation, including monthly cash assistance, for a year after accepting a lump-sum payment. Diversion payments are provided to families who have one-time, short-term needs and who meet other eligibility requirements. If a family's situation changes and they encounter an emergency situation that requires longer-term assistance within the one-year time frame, they may qualify for full program participation. Such situations that would make a family eligible for full program participation within the one-year time period includes child in danger of being removed from the household by children's services, an immediate threat of domestic violence, the caretaker became incapacitated, or the caretaker is needed to care for a disabled relative who is not enrolled in school full-time. Because Diversion payments may only be paid once to eligible individuals, a second request for a Diversion payment is interpreted as an indication of the need for full program participation. (iii) Prior to an AU receiving information about the Diversion program, they must first complete an application for TANF. Tennessee has a common application for the TANF, Food Stamp and Medicaid programs, thus clients may apply for all programs simultaneously. When an AU meets with an eligibility worker to determine eligibility for TANF assistance, including Diversion, the AU is also informed about other DHS programs. An AU is also informed that if they opt for a lump-sum payment in lieu of full program participation, they are also eligible for 3 months of child care assistance in addition

to that payment if they are currently working or become employed within 30 days.

7. A description of the grievance procedures the State has established and is maintaining to resolve displacement complaints, pursuant to section 407(f)(3) of the Social Security Act. This description must include the name of the State agency with the lead responsibility for administering this provision and explanations of how the State has notified the public about these procedures and how an individual can register a complaint.

In such instances where any employee or former employee of an organization that provides training positions for Families First participants has a grievance of displacement, they have the right to file claim with the Tennessee Department of Human Services who has jurisdiction to process complaints. All Families First staff and contract staff has the responsibility to inform the employer training site of the displacement law. The contractor shall monitor employer sites and accept complaints from employees who have a grievance. Within 10 days of the date of the complaint, which shall be documented in writing by the recipient of the complaint, the provider shall make efforts to handle the complaint informally, review the complaint and make the determination of its validity. If the complaint cannot be resolved the contractor must inform the employee or former employee of their right to file a request for a hearing with the Tennessee Department of Human Services. If the displaced employee or former employee wishes to pursue their grievance, they shall request an appeal no later than 10 days from the date of the contractor rendered decision. The grievance hearing shall be conducted by DHS's Administrative Review Unit. The complaint will be receive the written hearing decision no later than 90 days from the date the complaint was received by the Administrative Review Unit.

8. A summary of State programs and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).

a. Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3):

- Each Families First family receives a family planning brochure from the DHS case manager.
- A task force has been formed in conjunction with the Departments of Health and Education to explore the issue of out-of-wedlock births. As part of these efforts, the Department of Health may contact local school districts to provide student support programs for TANF minor parents. For more information on this, please refer to the "State of Tennessee Temporary Assistance for Needy Families Program for Tennessee State Plan" dated January 31, 2008, page 5, under the section titled "Efforts to Reduce Out-of-Wedlock Pregnancies."

b. Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4):

- Child Support Pass-Through - Families receiving cash assistance can receive child support simultaneously with their cash assistance up to their unmet need. The unmet need is calculated by determining the difference between the standard of need and the family's cash assistance plus income. Child support pass-through is disregarded in determining eligibility and cash grant payment amounts.
- Marriage During Receipt of Assistance – Families First has expanded eligibility for two-parent families who marry while on assistance. These individuals do not have the same deprivation of parental support eligibility standards that other two parent families have. The AU has the option of excluding the new spouse for up to three

months. After the three-month period has passed, the new spouse becomes part of the AU.

9. An estimate of the total number of individuals who have participated in subsidized employment under §261.30(b) or (c) of this chapter. 40

Attachment B Families First - TANF MOE Assistance
Grantee Information

<u>State</u> TENNESSEE	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Families First - TANF MOE Assistance</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> This summary applies to TANF MOE funds as they apply to eligibility: Cash Grant, Child Care Services, Transportation/ Supportive Services</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> To provide financial assistance and support services to all eligible needy families in preparation for their move to self-sufficiency.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$15,786,172</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$946,730</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 62,253</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year. </p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> Please refer to the "Tennessee TANF State Plan" dated December 18, 2008 under heading "Program description" subheading "Eligibility."</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>
<p><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u> \$0</p>

Attachment B Work/Training Related Activities and Associated Support
Services - TANF MOE
Grantee Information

<u>State</u> TENNESSEE	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Work/Training Related Activities and Associated Support Services - TANF MOE</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> This summary applies to TANF MOE Families First Program: Work/Training Activities, Education, Job Skills Training, Employment/work activity services, Counseling for Domestic Violence, Substance Abuse, Mental Health, Child Behavioral Issues and learning disabilities, Work prep (life skills, basic work place skills, etc), Transportation, and child Care.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> To move families from welfare to self-sufficiency in the shortest time possible by encouraging work and providing the education, training, and support services needed for the family to gain and retain employment.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$29,203,467</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$25,067,127</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 43,719</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> Please refer to the "Tennessee TANF State Plan" dated December 18, 2008 under heading "Program Description" subheading "Eligibility."</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u> <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u> \$0</p>

Attachment B Child Support Pass-through
Grantee Information

<u>State</u> TENNESSEE	<u>Fiscal Year</u> 2010
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

Child Support Pass-Through

2. Description of the Major Program Benefits, Services, and Activities:

If child support is collected for a month in which a family receives cash assistance, the family can receive child support pass-through payments up to the amount of their unmet need. These funds are TANF MOE.

3. Purpose(s) of Benefit or Service Program:

To provide additional financial resources for families on assistance and aid in their transistion to self-sufficiency

4. Program Type. (Check one)

☒ TANF ☐ State

5. Description of Work Activities (Complete only if this program is a separate State program):

N/A

6. Total State Expenditures for the Program for the Fiscal Year: \$10,415,371

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$10,415,371

8. Total Number of Families Served under the Program with MOE Funds: 18,283

This last figure represents (Check one):

☐ The average monthly total for the fiscal year. ☒ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Families receiving cash assistance may receive a child support pass-through if: Child Support was collected for one of the eligible children for the month of assistance, The family had an unmet need (the difference between the standard of need and the sum of the cash grant and the net income of the family). Please refer to the "Tennessee TANF State Plan" dated December 18, 2008 starting on page 2 under the section titled "Program Description."

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☒ Yes ☐ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Families First Program Administration - TANF MOE
Grantee Information

<u>State</u> TENNESSEE	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Families First Program Administration- TANF MOE</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Administrative, Systems, Case Management, and Evaluation expenses for the Families First program benefits and services.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> To efficiently and effectively deliver assistance and services to clients.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$64,421,550</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$64,421,550</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 62,253</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year. </p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> Updates and modifications to systems and administrative policies, as well as evaluation processes, are constantly under review for potential improvements.</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>
<p><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u> \$0</p>

Attachment B Families First TANF MOE Child Care
Grantee Information

<u>State</u> TENNESSEE	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Families First TANF MOE Child Care</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> This summary applies to TANF MOE funds as they apply to Child Care services paid for with MOE funds transferred to CCDF. These Child Care funds include both assistance and non-assistance categories and are combined as neither is used to draw down contingency funds.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> To assist parents with child care expenses as they move toward self-sufficiency</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$18,975,782</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$18,975,782</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 30,359</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> Please refer to the "Tennessee State TANF Plan" dated December 18, 2008 under the heading "Program Description" subheading "Eligibility" and "Other Program Policies."</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u> <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u> \$0</p>

Certification
Certify:

This certifies that all families for which the State claims MOE expenditures for the fiscal year meet the State's criteria for "eligible families."

Signature 

Name Kerry J. Mullins

Title Director of Research

Date Submitted 01/06/2011

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